

NATIONAL PREPAREDNESS MONTH: QUESTIONS AND ANSWERS

Q: What is National Preparedness Month?

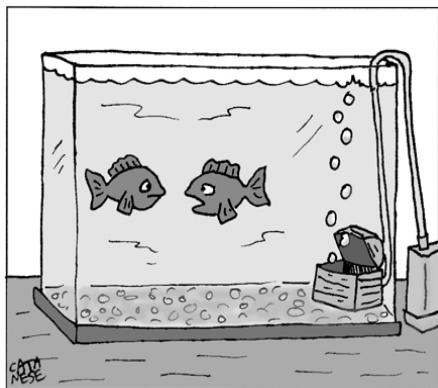
A: National Preparedness Month is a nationwide effort to encourage Americans to prepare for emergencies in their homes, businesses, and schools. Throughout September, the U.S. Department of Homeland Security will work with a wide variety of organizations to highlight the importance of emergency preparedness and promote individual involvement through events and activities across the nation.

Q: What is the purpose of National Preparedness Month?

A: The goal of National Preparedness Month is to increase public awareness about the importance of preparing for emergencies and to encourage you to take action. Throughout the month, Homeland Security asks you to take steps to prepare yourself and your family, including getting a family emergency supply kit, making a family emergency plan, and being informed about the threats in your community.

WHAT IF YOU'RE AT WORK WHEN A DISASTER STRIKES?

- Know your organization's emergency plan, including evacuation routes and where to go for shelter in place in case it's unsafe to go outside.
- Know your emergency duties. Be prepared to execute these tasks under the worst possible conditions.
- Cooperate with emergency response personnel and follow their instructions.



"Remember: In an emergency, we meet by the bubbly treasure chest."

RIDDLE OF THE MONTH

Four jolly men sat down to play,
And played all night till break of day.
They played for cash and not for fun,
With a separate score for every one.
When it came time to square accounts,
they all had made quite fair amounts.
Now, not one has lost and all have gained -
Tell me now, this can you explain?
Answer on page 2 Safety Bits and Pieces.

Safety Matters



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Safe or Sorry?

Three ways to prepare for an emergency

September is **National Preparedness Month** for a very good reason. Two of the worst disasters this country has faced in recent years—9/11 and the catastrophic aftermath of Hurricane Katrina—occurred in September. The terrorist attack in September 2001 cost nearly 4,000 lives and caused unprecedented destruction.

Hurricane Katrina claimed nearly 1,500 lives and nearly destroyed New Orleans. Ferocious storms, terrorist attacks, fires, floods, chemical releases, and other disasters can happen almost anywhere, at almost any time. You can't control or necessarily predict these terrible events. What you can do is prepare for them.

Here are three steps recommended by the Department of Homeland Security that you can take to make sure that you're prepared if a disaster strikes.

1. Have a family emergency plan. To develop one, ask yourself these questions:

"Do we have everyone's contact numbers as well as an out-of-town contact?"

"What is the evacuation route for our neighborhood?"

"Is there a designated place for everyone to meet outside of the home and neighborhood?"

"What is the emergency plan including the evacuation location of my child's school?"

Homeland Security says only you can answer these questions and develop an emergency plan that will suit your family's unique needs. You can download templates at Delaware's Emergency Management Agency website to help get you started (www.dema.delaware.gov/services/disaster_prep.shtml).

2. Create an emergency kit. The kit should include basic items like water, food, battery-powered radio, flashlight, and first-aid supplies. For a complete list of recommended supplies, go to Delaware's Emergency Management Agency at www.dema.delaware.gov/services/disaster_prep.shtml.

3. Learn more about specific natural disasters, potential terrorist threats, and other catastrophic events. For general information check the Homeland Security website (www.ready.gov). For specific questions about threats in your area, contact Delaware's Emergency Management Agency or the Red Cross. They can tell you what kind of natural disasters occur in your area, how to prepare for each, and how you will be warned of an emergency. Many local fire departments or emergency management offices extend special assistance to those who have mobility limitations. In an emergency situation, citizens who have notified the agency ahead of time regarding their physical limitation will receive priority consideration.

QUOTATION OF THE MONTH

"What you do speaks so loud that I cannot hear what you say."

Ralph Waldo Emerson

Safety Bits and Pieces

INSURANCE COVERAGE OFFICE Q&A

Scenario: A visitor or member of the general public is injured while visiting a State agency.

Question: What should be done?

Answer: When a visitor injury occurs:

1) Assess the situation and take care of the injured person's medical needs by providing applicable first aid and contacting 911 when applicable. Treat the injured party with care and compassion. **Never** transport an injured person to a treatment facility in their car, your car or a State vehicle.

2) Bring the accident scene under control and secure the area until a thorough accident investigation is completed.

3) Agency management must conduct a thorough accident investigation. Obtain all the information you can about the injured party and witnesses including names, addresses, home phone and work numbers and how the accident occurred. Identify any and all conditions or circumstances which deviated from normal, no matter how insignificant they may seem. **Never** admit responsibility/liability of any kind and do not agree to pay any expenses related to the injury.

4) Notify the State of Delaware Insurance Coverage Office with a brief synopsis of the accident and subsequent response via email as soon as possible following the accident, but no later than 24 hours after the incident has occurred. The Insurance Coverage Office email address is inscov@state.de.us.

5) Complete an Incident, Injury and Illness Report (found on the Insurance Coverage website at <http://www.inscov.delaware.gov>). Submit the report and all witness statements via fax to State of Delaware, Insurance Coverage Office at 302-739-5345. Maintain a hard copy of the report including all notes and witness statements for reference.

6) If there are any comments or questions regarding this procedure please contact the Insurance Coverage Office at 1-877-277-4185 or 302-739-3651 or via email at inscov@state.de.us.

The complete procedure is available on the Insurance Coverage Office website at <http://www.inscov.delaware.gov/forms>.

GIVE YOUR BACK A BREAK!

Sitting for long periods can put a strain on your back. Slouching can make it worse. If you slouch in your chair, the ligaments in your back, not the muscles, do all the work—work they're not designed to do. They stretch and hurt and put pressure on your spine. So sit up straight and give your back a break!

Riddle of the Month Answer

The four jolly men are members of an orchestra hired to play at a dance.

Be Security Conscious

Do your part to keep the workplace safe

Keeping our workplace secure is an ongoing challenge. Here's how you can help:

- Keep security doors closed and locked.
- Don't lend entry cards, keys, and IDs to anyone.
- Don't let any unauthorized people into the building—even if you know them.
- Escort visitors from reception to work areas after they have signed in, and then escort them back.
- Obey rules against weapons, drugs, and alcohol at work.
- Lock up purses, wallets, and other valuables.
- Know how to contact security.
- Notify security if you see a stranger with no identification in a work area.
- Alert security if you notice suspicious people or activity.
- Tell security if there is someone you fear might pursue you into the workplace, such as a violent spouse or partner.
- Let someone know when you're working after hours, and don't work alone.
- After dark, leave the workplace with co-workers or call security for an escort.
- Be especially careful when going to or from your vehicle if there are few other people in the parking area.

Do your part to keep our workplace secure and safe by taking these precautions and encouraging co-workers to do the same.

On the Lighter Side...

A man went to answer a knock at the door of his house and saw a six foot cockroach standing there. Without warning, the cockroach slapped him on the face and ran off.

The following night, the man answered another knock at the door. Again the huge cockroach was there. This time it bit him and ran off.

On the third night, the same thing happened again, but this time the cockroach kicked him hard before running off.

The man was so worried by this that he went to see his doctor. The doctor said: "Yes, there's a nasty bug going round."

Safety Tips of the Month

Remember the following home electrical safety tips:

- 1). Be alert for hazards of old wiring. Flickering or dimming lights can be signs of electrical wiring problems. Have wiring in homes 40 years old or more, or those over 10 years old that have had major renovations, inspected by a licensed electrical inspector.
- 2). Use ground fault circuit interrupter (GFCI) protection when working where water is near electricity, in areas such your kitchen, laundry room, bathroom or outdoors, to protect against electric shock.

For more electrical safety information, visit www.esfi.org.

Read the Sign!

Safety signs help prevent accidents

You'll see safety signs and tags around the workplace, which call your attention to workplace hazards and help prevent accidents. We also use signs to provide safety reminders and alert you to important safety issues, such as "Keep Area Clean" or "Be Careful: Walk Don't Run."

Signs and tags also signal different degrees of hazard. For instance:

- If you see the word "DANGER" on a sign or tag, it means there is a very high risk of serious injury or death, so you have to take immediate action.
Examples: "High Voltage" and "Restricted Area—Do Not Enter."
- If you see the word "CAUTION," you know that there is a potential risk of injury and you need to keep alert and take proper precautions.
Examples: "Watch Your Step" and "Wet Floor."
- If you see "WARNING" on a sign or tag, it means that the risk level is between DANGER and CAUTION. In other words you need to be very careful to avoid a potentially serious injury.

Treat signs and tags as important safety resources. They provide vital safety information that can help you avoid an injury. Go on instant alert when you see a safety sign or tag, and take appropriate precautions to prevent an accident to yourself or others.